

Taxpayers' Names and Address *as shown on return*:

Mail Photocopies To:

Social Security Number, Fed. I.D.,  
Sales or Use Tax Permit Number,  
MVF License NumberType of Tax (for example,  
sales or income)

Daytime Phone Number

Home Phone Number

Copies Requested:

☐ Check if needed for gaming license.

Tax Period

Type of Tax Return

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

NOTE: Payment must accompany this request. Requests received without payment will be returned to the sender.

**Make checks payable to  
Treasurer - State of Iowa  
We cannot accept credit cards.  
DO NOT SEND CASH.  
Submit this amount.**

Fee is \$5 for Each Tax Return. Number of Returns Requested: \_\_\_\_ x \$5 = \_\_\_\_

Signature of Taxpayer or Requester: \_\_\_\_\_ Date \_\_\_\_\_

Requester must submit authorization; see instructions.

**INSTRUCTIONS**

- Due to the Statute of Limitations, ***we are unable to provide copies of any individual income tax returns which are more than three years old.***
- Use this form to request copies of Iowa returns. *Contact the IRS at 1-800-829-1040 for Federal returns.*
- In order to locate the proper return, we must have the taxpayers' names, address and identifying numbers as they appeared on the return. The required numbers to locate the return are Social Security Number, Federal I.D. Number, sales/use tax permit number, or motor fuel license number. We also must know the type of tax and tax period of the returns requested.
- Prepare a separate request for each type of tax return.
- The photocopies will be mailed to the address on the return unless a different address is entered in the "Mail Photocopies To" portion of this form.
- Please provide a daytime phone number, including area code, where you can be contacted.
- Please enclose a copy of your authorization to receive this information if you are not the taxpayer. We need a Power of Attorney, Tax Information Release Authorization, or if the taxpayer is deceased, a certified copy of your Letter of Administration or Testamentary. If more than a year has passed since the letters were issued, you must also send a certification by the Clerk of Court stating they are still in effect.
- The fee for copies of all tax returns is \$5 per return. This service is not subject to sales tax.
- A page is the front and back of the return or any supporting schedules attached to the return on which entries were made. We will not copy the back of a sheet of paper if it only contains instructions.
- If you have questions about what copies you need, call 515/281-7654 or write Iowa Department of Revenue, Hoover State Office Building, P.O. Box 10413-0413, Des Moines IA 50306.
- Be sure to sign and date your request. Requests received without a signature or date will be returned.

**Mail this form with payment to:**

Request for Copy  
Iowa Department of Revenue  
P.O. Box 10413  
Des Moines IA 50306-0413

**REMINDER:** Copies of returns and payments filed through the eFile & Pay system may be available using the View "e" History links on the Main Menu within the eFile & Pay system.